

IDAHO EMERGENCY COMMUNICATIONS COMMISSION

OFFICIAL MINUTES

August 2, 2007

A meeting of the Idaho Emergency Communications Commission (ECC) was held on this date in the West Conference Room, Joe R. Williams Building, Boise, Idaho. Chairman Nancolas called the meeting to order at 1:00 p.m.

Members Present:

Garret Nancolas, Mayor, City of Caldwell, Commission Chairman
Rich Wills, State Representative, Commission Vice-Chairman
Teresa Baker, Ada County Prosecutor's Office
Clint Berry, Qwest, Boise
Dia Gainor, Chief, Idaho Bureau of Emergency Medical Services
Troy Hagen, Ada County Paramedics
Jim Lemm, J&R Electronics, INC., Coeur d' Alene
Chris Smith, Canyon County Sheriff

Members Absent:

Matt Beebe, Canyon County Commissioner
Bill Bishop, Director, Homeland Security
Ann Cronin, Special Assistant, Idaho State Police, Commission Secretary
R. David Moore, Blackfoot Police Chief, Commission Treasurer
Kevin Quick, Chief, Pocatello Fire Department
Mitchell Toryanski, Lead Deputy Attorney General and Ex-Officio Member

Others Present:

Fred Abt, Deputy Director Homeland Security
Russ Bundy, Ada County Sheriffs Office
Dodie Collier, Statewide Interoperability Executive Council (SIEC)
Paula Edmiston, Idaho Military Division
Lorraine Elfering, Canyon County Sheriff's Office
Nancy Gollaher, Idaho Military Division

1 Eddie Goldsmith, Idaho Military Division
2 Jennifer Etter Hill, Office of Performance Evaluations, Evaluator
3 Matt Howarth, Motorola
4 Nikki Jansen, Comm PM/ACSO
5 Harley Parson, Consultant
6 William Shawver, Colonel, Idaho Military Division
7 Jeff Shinn, Office of Performance Evaluations
8

9 **Acknowledgements**

10 Chairman Nancolas welcomes members and noted that a quorum was present.
11

12 **Approval of Agenda**

13
14 **MOTION: Commissioner Baker moved and Commissioner Wills seconded that the**
15 **Commission approve the agenda for the 2 August 2007 Idaho Emergency**
16 **Communications Commission meeting as distributed. The motion passed.**
17

18 **Approval of Minutes**

19
20 **MOTION: Commissioner Berry moved and Commissioner Smith seconded that the**
21 **Commission approve the minutes of the 12 June, 2007 Idaho Emergency**
22 **Communications Commission meeting. The motion passed.**
23

24 **Financial Reports**

25
26 Amended 2008 Budget: Nancy Gollaher, Budget Analyst for the Military Division presented
27 an amended budget. The E911 Project Manager entry was adjusted to include salary and
28 benefits for a new total of \$89,394. This brings the grand total of the budget to \$149,434.
29

30 **MOTION: Chairman Nancolas asked for any discussion, there was none.**
31 **Commissioner Wills moved and Commissioner Gainor seconded that the amended 2008**
32 **budget be accepted. Chairman Nancolas asked for any comments. Commissioner**
33 **Gainor asked for clarification on the instate travel for the PSAP committee. Nancy**
34 **confirmed that the Travel cost covers fuel costs, plane tickets, and so forth. There were**
35 **no further comments or questions and the Motion passed.**
36

37 Current Statement: Nancy Gollaher, Budget Analyst for the Military Division presented the
38 financial statement. There is an additional \$9, 472 in costs so Actual Expenditures through
39 July 31, 2007 is now \$93,973. The Year to Date total of Revenue is \$133,304.49. We have a
40 cash balance of \$213,895 in the bank. There are quarterly reminders that need to go out to the
41 Counties but for the most part, we have already exceeded projected revenues. \$19,739.82 was
42 collected from the Counties in the month of July. Latah County is now current.
43
44

1 **MOTION: Chairman Nancolas called for questions on the Financial Report. There**
2 **were none. Commissioner Hagen moved and Commissioner Wills seconded that the**
3 **amended budget be accepted. Chairman Nancolas asked for any discussion. The**
4 **Motion passed.**

6 **SIEC Update**

8 Dodie Collier, Project Manager for the Statewide Interoperability Executive Council (SIEC),
9 provided the following update:

10 • The SIEC is now located at Gowen Field. The first matter was an update on the last
11 SIEC meeting which was held at Gowen Field. An upgrade on the Microwave system is in
12 process, as there is only a 3-4 month window of opportunity on this, they are quite busy
13 through October. Legislative funding will help with the upgrade. The R&P will close on
14 August 20th this will give us information about our public safety community and the state
15 public communications system. County Plans have been approved for Clark, Jefferson,
16 Bonners Ferry, Teton, Shoshone, Clearwater, and notices of approval are about to go out for
17 Caribou, Boundry and Latah. We are 75% covered on communications plans. We will need
18 to work with the Military Division on the remaining portion. The R&P conference was July
19 17th, Bruce Alcott reported that it was a very good conference.

20 • Funding Subcommittees – The Mayor of Rexburg briefed the SIEC on public safety
21 and communications. On July 19th the Department of Homeland Security Department of
22 Commerce released the grant guidelines. Several of us are involved in putting the grant
23 application together; the deadline is August 27. Idaho is able to apply for up to 7.289 million
24 dollars. We are also going to open the door so that any state that decides not to apply for the
25 money and therefore the money remains “in the kitty” Idaho will be able to apply for that as
26 well and demonstrate how we can use it.

28 Chairman Nancolas thanked Dodie for her report and called for questions. Commissioner
29 Wills asked if there were any matches for these grants. Dodie replied that there is a
30 requirement for a 20% match. Commissioner Wills then asked if it could be met with in kind
31 funds. Dodie replied that she believed it was both a hard and soft match but that she would
32 investigate further and report back to the commission. Nancy Gollaher reported that there is
33 funding in the Military Division budget for up to 3 million dollars in state matching funds and
34 12 million in federal spending. That money does however have to be obligated by the end of
35 December.

37 **E9-1-1 Project Manager Move**

39 Commissioner Berry reported the following:

40 • Since our last meeting I have had conversations with members of the committee and
41 subcommittee regarding relocating Eddie Goldsmith to Boise. Some of the mitigating factors
42 for this move are his close interaction with Dodie, potential office space availability that the
43 move would create and the fact that he is spending more and more of his time in the Boise
44 area. I would like to entertain a motion of moving Eddie to Boise effective September 19th.
45 Eddie replied that the changes that have occurred in the past four to five months are in deed
46 pulling him close to the Boise area and most of his work in the next two years will be Boise

1 and north Idaho. In addition there would be a significant savings in the travel budget by the
2 move and his family is very receptive to moving to Boise.

3
4 Chairman Nancolas called for comments and discussion. Commissioner Berry reported that
5 there is support for this by Commissioner Moore who has oversight of Eddie. Commissioner
6 Moore also feels that it would be very good for both Eddie and the Commission as a whole.

7
8 Commissioner Wills asked who would be Eddie's immediate supervisor. Commissioner
9 Baker asked Colonel Shawver to comment. Colonel Shawver reported that now that the
10 Military Division has been given administrative responsibilities for the ECC and SIEC and
11 that the chairman for the SIEC is now housed in the same building that General Lafrenz and
12 Col Shawver are in, Eddie could have an office in the same building and come under Colonel
13 Shawver's supervision. There is also a lot of synergy that he can take advantage of with both
14 the Military Division and the seat of state government. In addition, Governor Otter has asked
15 us to put together a Public Safety Communications Policy Governors Council. An Executive
16 Order is very close to being signed which will allow several areas of state government at the
17 Director level to work together on this policy formulation board. There is a seat for ECC and
18 SIEC at this table so we can all work together and collaborate on all the various areas. We
19 also have a very robust government affairs office, a public information office, IT folks,
20 training classes, Gayle Alvarez, our new recorder will be a single point of contact in the office
21 and will pick up some of the administrative burden that Eddie and Dodie currently have which
22 will free them up to concentrate more fully on the technical aspects of their responsibilities.
23 From a Military Division and General Lafrenz' standpoint, it would make for a much more
24 cohesive, effective and efficient organization by getting everybody working together.

25
26 Commissioner Wills stated that his question was not so much the cooperative aspect but
27 oversight of the individual for accountability purposes. Is there somebody in the Military
28 Division that could provide this oversight? Colonel Shawver reported that from Dodie's
29 standpoint, he is her immediate state supervisor and has administrative control over her and
30 operational control rests with Chief Mark Lockwood who is the chair for SIEC. We would do
31 the same with Eddie. Eddie would work for me but operational control would rest with the
32 chair of SIEC. From an accountability standpoint and state personnel standpoint the Military
33 Division and I specifically would be in that role.

34
35 Commissioner Gainor asked if consideration could be made with relocation costs for Eddie's
36 move. Colonel Shawver referred to Paula Edmiston who runs the state personnel functions
37 for the Military Division and stated that he has asked her to look into this. She is looking into
38 the regulations and we should have an answer the first part of next week.

39
40 **MOTION: Commissioner Wills moved that the motion to have Eddie relocate to Boise**
41 **in September be voted on. The motion was seconded by Commissioner Baker.**
42 **Chairman Nancolas called for discussion. Eddie asked that the move be pushed back to**
43 **October 1, 2007 as he has 2 September Town Hall meetings scheduled. Commissioner**
44 **Wills moved to amend the motion to have Eddie relocate to Boise in October,**
45 **Commissioner Gainor seconded the motion. The motion carried.**

E911 Project Manager Report

Eddie Goldsmith, Statewide E911 Project Manager, reported that he did not prepare a formal report as the last meeting was only two weeks ago and there are only two items to report on.

- I was in Valley County assisting the Sherriff with her grant, she's going to go enhanced as soon as the grant comes in. I was also in Idaho County assisting them with understanding their 911 lines and fees. They now have a better picture and are ready to start moving forward to Enhanced as well.

- Upcoming events include the scheduled town hall meetings and discussions with Teton County as their phone company is not capable of Enhanced 911. They are looking for other options.

Chairman Nancolas asked what the anticipated participation would be for the town hall meetings. Eddie replied that the meetings are to establish the surcharges and it is anticipated that the one in Lewis County will have a majority of the citizens attend.

Sub-Committee Reports

Legislative Subcommittee Report

Teresa Baker, Ada County Prosecutor's Office, reported for Lynda Lyons. She asked if Eddie had the information regarding the Enhanced 911 service. Eddie reported that he had about 95% of the information and was trying to confirm some rumors on what some counties might be doing. He hopes to have everything cleared up and the figures available in the very near future.

Commissioner Baker stated that between now and the next meeting work can begin to go over the statutes and start pulling everything together. She hopes to have something that can be voted on by September.

Chris Smith, Canyon County Sheriff stated that for the Boards information he did attend the Association of Cities conference and gave an update on the ECC and on the proposed 911 increase. It was received 'ok,' there was not a large outcry against it. They did ask what some of the accomplishments were which I provided. There did seem to be a general understanding of the need to increase funding in order to have a statewide system that really works. The next meeting is in September, having language in hand of what will be proposed would be very helpful.

Chairman Nancolas asked Sheriff Smith if he had a report from the local sheriffs. Sheriff Smith asked if Chairman Nancolas and Dodie could attend the next meeting and provide an update on what the goals are. When he 'pitched' the 25 cent fee increase it was not well received.

1 Chairman Nancolas stated that we need to update the legislative report and make sure the
2 information is current, get more details on some of the training, survey the PSAP sub
3 committee to help them understand what we are working towards.

4
5 Commissioner Wills asked if they were aware that this commission is charged with opening
6 the door to further grants which will be available to all those counties which will get the
7 money back to them in larger dividends. Are they aware that the money will go to where it is
8 needed in all these counties? This is one of the main objectives of this commission.

9
10 Sheriff Smith stated that they are aware but haven't seen or were not aware of our progress
11 over the past five years. Commissioner Berry commented that the 25 cents will help fund this
12 commission and that these are the types of things that need to be in the single page talking
13 points paper.

14
15 Chairman Nancolas called for other comments, questions or discussion. There was none.

16 17 **"PSAP Standards" Subcommittee Report**

18
19 Lorraine Elfering, Canyon County Sheriff's Office reported the following: We have held two
20 meetings and one teleconference with all the committee members. All the areas of the state
21 are represented. A questionnaire/survey was sent out asking for their training desires; projects
22 they would like to have done. Fifteen were returned so we are still gathering information.
23 We have identified project needs, one of which is a workbook so smaller groups or those
24 without experience or training can do what is needed. A manager's workshop is also needed.
25 Also working with the eastern part of the state to see what their goals are as well as starting
26 networking and dialogues.

27
28 Chairman Nancolas recognized Commissioner Berry who asked if the Blackfoot meeting in
29 September would coincide with the mentioned meeting. The answer was yes. Chairman
30 Nancolas thanked Lorraine for her report and thanked her for her willingness to serve.

31
32 Commissioner Wills made a Point of interest. Last month the Joint Oversight Legislative
33 Committee was meeting next door. There was a comment from one of the representatives
34 stating that there was concern over whether the ECC was duplicating services from any other
35 agency or organization and if in fact it was necessary to have the ECC. JLOC then moved to
36 have a subcommittee do a review of the ECC, SIEC et al. to see if there is any duplication.
37 This will probably take several months to compile and will probably prove beneficial as we
38 will then have a report that states this is necessary.

39 40 **Future Meetings:**

41
42 The tentative meeting schedule for the next three month is September 6, 2007, October 4,
43 2007 and November 1, 2007 with the September meeting to be held in Blackfoot. Chairman
44 Nancolas asked Eddie about the scheduled program. Eddie reported that there will be a
45 program similar to what was done in Grangeville. Eddie reported that Positron is coming in
46 to conduct a 2-hour training on mapping, integration and similar into the 911 system. He is

1 also talking to Bullberry Systems about making a similar hour long session. Positron will
2 focus more on the integration aspect; Bullberry will focus on the mapping and MSAG. He is
3 still working on an agenda.
4

5 Chairman Nancolas asked Col Shawver about the travel arrangements. Col Shawver reported
6 that Karen Wallen is working on the room reservations. If anybody wants to stay over
7 Thursday evening, that is possible.
8

9 Chairman Nancolas recognized Commissioner Gainor who asked for a query on rooms and
10 travel arrangements. Eddie stated that he will work with the Military Division to get out an e-
11 mail regarding who will need rooms for when and who will be traveling together.
12

13 Chairman Nancolas then reviewed the October and November meetings as proposed on the
14 agenda. Eddie recommended that the Commission move the November meeting to November
15 8 as he will not be able to attend a November 1 meeting.
16

17 **MOTION: Commissioner Gainer moved to accept the October meeting as scheduled**
18 **for October 4, and move the November meeting to November 8. The motion was**
19 **seconded by Commissioner Hagen. The motion passed.**
20

21 **Open Comment Period**

22

23 Chairman Nancolas opened the meeting to open comment.
24

25 Jennifer Etter Hill with the Office of Performance Evaluation introduced herself and
26 introduced her colleague Jeff Shinn. She reported that they have been charged by the
27 Legislative Oversight Committee to study both Public Safety Communications and
28 Information Technology within the state. They will not conflict with the agencies that govern
29 those matters; they are looking at the different aspects of those agencies. The request on the
30 Public Safety Communications came from Senator David Langhorst, He has been involved
31 with communications and wants everybody to know that he is not of the opinion that you are
32 not meeting your mission, he felt that everybody should be collaborating a bit more within the
33 state. What we are doing right now is scoping our project and determining what we need to
34 look at, how we are going to go about it and what we are going to do. We are your friend, not
35 your foe and are looking forward to working with you and to produce a valuable report for the
36 citizens of Idaho and for the Legislature.
37

38 Fred Abt introduced himself and stated that he was filling in for Bill Bishop.
39

40 Dodie Collier reported back regarding the match for the PSIC grant. It was determined after
41 reviewing the grant guidance that match is 20% of the requested sum as hard or in-kind.
42 There is also a website available if any of the Commissioners are interested in more
43 information.
44

1 Commissioner Baker introduced Russ Bundy with the Ada County sheriff's office. He spent
2 25 years with Boeing in their telecommunications and he looks forward to working with the
3 Commission.

4
5 Nikki Jansen, also with the Ada County Sheriffs office and Communications Project Manager
6 introduced herself.

7
8 Harley Parson is currently under contract with the Department of Administration and recently
9 helped compile a strategic plan for the entire state. He and Kevin Iverson finished up the
10 contract. It tracks the state of Idaho's strategic geographic information system to the national
11 template. It is an internal draft document that has been finalized and Kevin has it at the
12 Department of Administration. This document may be of use to the Commission.

13
14 Gayle Alvarez was introduced as the new Administrative Assistant and Chairman Nancolas
15 thanked Colonel Shawver and the Military Division for all their assistance in the transition.
16 Chairman Nancolas also asked Gayle to please write a letter of thank you to Scot Maring and
17 the Department of Administration for all their service, guidance and assistance.
18 Commissioner Wills suggested that a Certificate of Appreciation be presented as well for all
19 of his assistance and service to the Commission.

20 21 **Adjournment**

22
23 **MOTION: It was moved by Commissioner Berry and Seconded by Commissioner**
24 **Baker to adjourn the August 2, 2007 Idaho Emergency Communications Commission**
25 **meeting at 1:50 p.m. The motion passed.**

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29 _____
30 Mayor Garret Nancolas, Chairman
31 Idaho Emergency Communications Commission

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33 _____
34 Gayle E. Alvarez, Administrative Assistant
35 Military Division
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